

Winterport Recreation Board Meeting 11/14/2007

MEETING AGENDA AND MINUTES

Meeting Date:	November 14, 2007	Time:	6:00 pm ET
Facilitator:	Mike Knupp	Recorder:	Mike Knupp
Location:	Victoria Grant Civic Center		

Attendee List: (X indicates that the member was present)

Att	Name	Title	Att	Name	Title
	Mandy Olver	Board Member	X	Chris Beaulieu	Board Member
X	Helga Meo	Board Member	X	Scott Misler	Alt Board Member
X	Mike Knupp	Board Member		Dave Lester	Rec Coordinator
	Norm Poirier	Board Member		Phil Pitula	Town Manager
X	Heather Roberts	Board Member	X	Darrell Ginn	
X	Ken Miller	Board Member	X	Emily Cartwright	

DOCUMENTS TO HAVE ON HAND:

Description	Comments
Budget Worksheets	

AGENDA:

Nbr.	Topic	Estimated Start Time	Responsible
1.	Review of Agenda and Action Items	6:00	Mike
2.	Recreation Coordinator Report	6:05	Dave (via written report)
3.	Public Concerns	6:10	
4.	Basketball Status Check	6:20	All
5.	Park Improvement Status Check	6:25	All
6.	Mature Programs Status Check	6:30	All
7.	Policies and Procedures Review	6:35	All
8.	Meeting Wrap Up and Confirm Next Meeting	7:00	Mike

MINUTES:

1. Review of Agenda and Action Items

Mike brought the meeting to order at 6:05 pm. We reviewed the agenda briefly and there are no old open action items. A new action item was opened for the Hockey donation. We also briefly reviewed the budget reports at this time.

2. Recreation Coordinator Report

Mike reviewed the Recreation Coordinator Report that Dave submitted via email.

3. Basketball Status Check

This item was covered when the Rec Coordinator Report was reviewed.

4. Public Concerns

Darrell Ginn approached the board about a concern he has over allowing a 4th grader to “play-up” to the 5th-6th grade basketball team. He was most interested in how policies are set and who enforces them. The board responded by saying that the Board works in conjunction with the Recreation Coordinator to set the policies. We are working on, but have not finalized our Policies and Procedures document. In the case of the 4th grader playing up, we have allowed this in the past if it is determined that the child is skilled enough to play-up and that by playing up it doesn’t throw off the numbers of the players on a team. In this instance, we felt we maybe a proper decision at the time, but we neglected to consider travel basketball tryouts at the end of the season. We also are reconsidering the policy of “playing-up”. In our policies and procedures document we plan on tightening up the factors involved in allowing a child to play up. Darrell expressed disappointment in the Board and Rec Coordinator for not taking a more assertive role in enforcing the policies we set. He encouraged us to be more firm on this issue.

Emil Cartwright approached the board with a proposal to start a new Youth XC Ski program. She has a great skiing background and experience in running a youth program. The program would be offered at Abbott Park and will likely be run in conjunction with the Penobscot Valley Ski Club. She will be working with Ken Miller and Dave Lester to plan out the program. Ideally the program will start in January 2008.

5. Park Improvement Status Check

This item was deferred to next meeting.

6. Mature Programs Status Check

This item was deferred to next meeting.

7. Policies and Procedures Review

This item was deferred to next meeting.

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8. Meeting Wrap Up and Confirm Next Meeting

Mike brought the meeting to a close at 7:00pm and scheduled the December meeting for 12/19.

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9. FUTURE MEETING AGENDA ITEMS:

Nbr.	Topic		Future Meeting That Item Will Be Discussed In	
1.				
2.				

FUTURE MEETING SCHEDULE:

Date	Time / Location	Facilitator/Recorder
December 19th, 2007	6:00pm @ Victoria Grant Civic Center	Mike / Heather

ACTION ITEMS

Open Action Items

AI#	Create Date	Action Item	Resolution	Status	Assigned	Target Date
14	11/14	Inquire on status of hockey donation request		OPEN	Dave	12/21

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Closed Action Items

AI#	Create Date	Action Item	Resolution	Status	Assigned	Target Date
1	1/24/06	Heather needs to submit a letter to the Town Office on her interest to join the Recreation Board	2/7 – This has been completed.	CLOSED	Heather	2/7
2	2/7/06	Resolve basketball budget items that have an overdrawn balance. Mandy to work with Phil on this.	11/15 – Closing item out. This was taken care of last spring.	CLOSED	Mandy	2/18
3	2/7/06	Ken to finalize the Indoor Soccer registration form, get it approved by the Superintendent's Office, and distribute to the Smith and Wagner schools.	3/22 – Completed and program is up and running.	CLOSED	Ken	2/13
4	2/7/06	Meet with TM to review proposed budget	3/22 – This was completed and budget committee mtg was held on 3/21.	CLOSED	Mandy	2/10
5	2/7/06	Post a Public Notice for the March Meeting	11/15 – Closing out. Gone by.	CLOSED	TBD	3/1
6	2/7/06	Meet with TM to discuss hiring a rec coordinator for the remainder of the 2005-2006 fiscal	3/22 – Letter submitted. Need to develop or understand the process to advertise/interview/hire. 11/15 – Closing out as rec coordinator has been hired.	CLOSED	Ken	6/1
7	2/7/06	Get permission to use Wagner facility for March board mtg	Completed	CLOSED	Helga	3/17
8	11/16	Talk to mother of hearing impaired basketball participant to discuss level or interpreter support	12/14 – Services are being provided. Dave working with the Town to determine how to fund services if the \$1400 in Rec funding runs out.	CLOSED	Helga Meo	12/14
9	11/16	Discuss with Phil about the \$200 expense for cheerleading t-shirts and pom-poms	12/14 – Pom/Poms and TShirts have been provided.	CLOSED	Dave Lester	12/14
10	11/16	Create basketball contact sheet	12/14 – A contact sheet has been provided for the Town Rec League, but we really wanted an internal contact sheet. This is still outstanding. 12/26 – Dave emailed out contact list	CLOSED	Dave Lester	12/26/06
11	11/16	Discuss with Carla Leathem Smith School usage on weekdays that have an observed holiday	12/14 – The gym is being used, but this issue is not completely closed. It will become more of an issue if an after-school program is created. Will hold over AI for next meeting. 3/13 – Closing for now and will bring up later should the need arise.	CLOSED	Norm Poirier and Helga Meo	3/01
12	11/16	Take down soccer nets and store the standards	12/14 – Mike Knupp took care of this.	CLOSED	Mike Knupp	12/14
13	12/14	Verify Cheering registration fees are all in.	12/26 – Dave confirmed all registrations forms and fees are in.	CLOSED	Mike→Dave	12/26/06